

## **HUMAN RESOURCES CLASSIFICATION AND PAY MANAGER**

**DEFINITION:** Under general direction, performs work of considerable difficulty in planning, developing, organizing and managing the classification and pay programs and various human resource management programs or functions; serves as an internal consultant in providing technical expertise for the classification and pay programs and other human resources management programs; plans initiates and develops Navajo Nation wide study of a major problem area of human resource management with a view toward the development of improving service delivery; work is performed with relative independence from supervision; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

### **TASKS:**

Assists the Human Resources Director with planning, organizing, developing and evaluating the classification and pay programs and other human resource management programs; meets with all levels of Nation staff and officials regarding human resources management considerations; reviews, researches and prepares appropriate responses on human resource management issues; serves as team leader; supervises the work activities of technical and professional staff; reviews and evaluates work of assigned staff; provides guidance and advice to management on classification and pay and human resources issues; assists in the development and presentation of annual budget; may represent department before the Human Services Committee, other standing committees and the Navajo Nation Council, as required.

Designs and develops training materials for presentation; conducts training and orientation regarding position classification, position management, pay, the Personnel Policies Manual and other areas as requested; participates in the development and presentation of training sessions for staff and employees; evaluates the effectiveness of training and determines changes to be made and initiates changes; develops, implements and interprets human resources policies, procedures and practices; provides advice to employees and supervisors/managers regarding alternatives to resolving specific human resources problems; prepares a variety of human resources related reports.

Conducts major position classification studies by scheduling and conducting job audits and formulating recommendations; reviews and analyzes position classification questionnaires; allocates positions to appropriate classifications; prepares new classification specifications and revises existing specifications; conducts job evaluations; conducts and participates in wage and salary surveys involving the interpretation of various provisions of the salary and wage administration policies; investigates problems incidental to the re-allocation of positions and recommends appropriate responses; conducts special studies and investigations and prepares appropriate reports and correspondence; provides information and guidance to supervisors/employees regarding the Personnel Policies Manual; advises and assists supervisors/employees on the handling of disputes, allegations, actions and other human resources matters.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of the principles and practices of public human resource management.

Knowledge of the Navajo Nation Personnel Policies Manual.

Knowledge of the principles and practices of position classification, salary administration, recruitment, selection, employee development and employee relations.

Knowledge of the organizational structure of the Navajo Nation.

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Knowledge of the practices, terminology and requirements of a wide variety of occupations.

Knowledge of supervisory methods and techniques.

Knowledge of how to communicate effectively, both orally and in writing.

Skill in planning, assigning and coordinating the activities of subordinate personnel.

Skill in comprehending and analyzing organizational and procedural problems and in making sound recommendations and conclusions.

Skill in setting a management climate for professionalism and for positive employee morale and motivation.

Skill in establishing and maintaining effective working relationships.

Skill in workload and time management techniques.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work is performed in an office environment and requires a minimum of physical effort with intermittent sitting, standing and walking.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree in Human Resource Management, Personnel Management, Business or Public Administration or related field; and six (6) years experience in human resource/personnel management, two (2) years of which must have been in a supervisory capacity; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties. Must possess a valid state driver's license and a valid Navajo Nation Vehicle Operator's Permit.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.